

## Keeping Nancy Newmember

1. **Orientation.** During the refreshments, the sponsor interviews the new member to complete the two questions on the recommendation form. Help her determine what small job or committee she would like to do, get to know each other by sharing common interests, such as job, family, pets, hobbies, and favorite books.
2. **Induction ceremony.** The sponsor will introduce the new member to the chapter by sharing a few interesting or unusual facts about her, as well as her teaching assignment, hobbies, and interests.
3. **First meeting.** The sponsor calls the new member and says, "I'll pick you up at 8:30 for our meeting on Saturday." On the ride together, they will continue to get to know each other through conversation about such things as music, funny school stories, food, or trips. The sponsor will not drag the new member all around the room introducing her to every single person. Instead, the sponsor will introduce her to just one or two people.
4. **During the meeting.** All the members are involved at least 3 different ways so the new member is actively engaged and starting to recognize more names and faces. By participating she is also beginning to develop leadership confidence. Meetings need to be fun, not just sit and listen. Three easy ways to involve members at every meeting include singing a simple familiar song, an icebreaker, and having a shared discussion related to the program topic.

**SONG:** Google traditional children's songs. If you don't have a music teacher in your chapter, consider inviting one to membership.

**ICEBREAKER:** Google ice breakers, team builders, and energizers for ideas. Other ideas will be posted on the TSO website. Make sure that members move away briefly from their usual seats to talk with someone new.

**DISCUSSION TOPIC:** Members share ideas related to the program topic.

**Other ways** to involve members at a meeting: games, skits, etc.

These activities should be short, no more than 5 to 10 minutes, so you will have ample time to have a speaker and conduct business.

5. **Between meetings,** please keep in touch with each new member. The sponsor and the two members who have spent time with the new member can email or text greetings, have a phone conversation, meet for lunch, or offer to help with classroom needs. The sponsor could even send an e-card or send a little treat through campus mail, just to let her know that we care and are thinking about her.
6. **Subsequent meetings** throughout the year. The sponsor will continue to bring the new member to meetings and introduce her to one or two more members at each meeting. If the sponsor is not able to attend a meeting, she should call for a back-up sponsor, so the new member never feels lonely or unwelcomed. No matter how awesome the chapter programs are, a new member may not come back if she does not feel wanted. If the new member can't attend a meeting, the sponsor needs to call her afterward and tell her how much she was missed, plus give a brief recap of the meeting and information about the next meeting.

7. **Small jobs or committee assignment.** The new member chooses which small job or committee job she would like to do. Assign her to a partner doing the same job so they can work together, learning the job and getting to know each other. Small jobs work well for members who are not able to attend meetings, but can still feel a valuable part of the Society. She can help phone members and remind them of meetings or work from home on the digital scrapbook. .
8. **Helping with classroom.** If the new member is still teaching, offer to help with such things as setting up her classroom before school starts or helping her write a grant for classroom supplies or for professional development. Let her know you are available to help with lesson plans, observations, locating resources, etc.
9. **Summer.** Don't forget to stay in touch during the summer: email, call, take a class together, etc.

Invite her to be your roommate at state convention